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ABSTRACT

The Student Handbook is a guide to the policies and procedures of New College in Sarasota, Florida. It covers the academic, social and residential aspects of campus life, including ways of getting a BA degree, requirements for graduation, the meaning of "academic good standing," student obligations in setting up a program, conditions of leaves, withdrawals, suspensions and dismissals, academic deadlines, the staff and functions of the student policy office, student government, student court, student code, proposed student bill of rights, drugs, administrative rules, and other miscellaneous items. The Handbook also contains the regulations concerning the buildings and grounds, the food service, the library, and the business office. In addition, there is a directory of faculty and staff members who may be helpful. (AF)

EDO 40656

# New College

# Student Handbook

1969 - 1970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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Appendix Contractual, Non-Contractual Degree Program

## PURPOSE

The Student Handbook is to serve as a single source of factual information about New College. It covers the academic, social and residential aspects of campus life. It also includes a directory of faculty and staff members who may be helpful. The goal of all this is not to confuse the new or forgetful old student. It will confound, of course, but not for long.

Arthur M. Miller
Compiler-in-Chief

## THE STUDENT COMMUNITY

An address by "Chairman Mike".

"Barbaric; mystical; bored." -- G. Grass

"You had to be there." -- David Pini

Everything I am going to tell you will be either literally meaningless or a lie, or both. The three Division Chairmen have told you about the educational theories and opportunities of their various provinces; the analogous thing (and only fair thing) for me to do is try to tell you about the educational forces and circumstances of life in the student community of New College, and the sort of education one usually acquires from them. Impossible the task, and presumptuous to essay it, but you must know something about our neck of the Wood to know anything about New College. This college is not only an academic institution; it is also a sort of ghetto, a small, circumscribed, inbred and distinct cultural area, with an argot, a world-view, an ethic and a sensibility of its own. The entering student usually experiences nothing less than culture shock--an experience which can be salubrious or not, depending on the person and how he contrives to react to it. Sing, Muse.

Ours is a small community of fairly clever adolescents, brought here from various parts of the country, with only varying degrees of intellect, idealism, and alienation in common, and immediately exposed to great gobbets of abstraction (the question Why?) torrents of critical and speculative thought (the cold and fishy glare of the Wisdom of the Ages) and for all practical purposes the freedom to do what they will in their personal lives (their naked Pascalian selves). There are several paradigmatic responses. Some people party until their money gives out or the tedium of it all becomes insupportable; others sit in their rooms in moody resentment or autistic terror and skulk about the campus only at night; a few form small, spiteful covins determined to resist all influence from their environment, and continue to do just what they did in high school. Some adjust well almost immediately, begin working and producing, and enjoy a reasonable amount of ordinary human felicity; a few leave, are dismissed, or drop slowly from sight. For most, there is an initial period of over-reaction,

followed by or continuing a period of intellectual paralysis, sleeplessness (or somnambulism), despair, Weltschmerz, alienation, hypochondria, or acne, which sooner or later gives way to a relatively peaceful detente with the conditions of life here. Whether by stoical Saxon endurance, or by fighting back, or by collaboration, most new students survive their baptism under fire.

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Having survived, we are as it were a group of arty, literary, scientific, and history-conscious emigres marooned by the vast shipwreck of Western culture as we know it, seeking a way to be comfortable and reasonably happy and trying to duplicate what we can of the small, familiar niceties of civilized life on a narrow strip of habitable land between the warm, shark-infested sea and the green and fervid jungles of the interior. We are perforce thrown into close, continual, almost exclusive and often infuriating contact with each other's neuroses, foibles, matched teams of hobby-horses, and occasionally keen perceptions. We have, too, many of the cultural quirks of emigre society: the sense that our isolation is at least partly self-imposed; the refined, subtle sentimentality; the dilettantish political awareness; the gossip, backbiting, and malice, and the solidarity. The in-jokes. Novocollegians speak a language full of arcane allusion, private humour of a rather abstract kind, and ellipsis. Unlike most of the Real World, which laughs at death, deformity, perversion, and imbecility, we base our humour on aphasia, infinite regression, paranoia, Barthian immobility, and the displacement of archetypes. -- This on the principle that what can be laughed at is somehow less terrifying. We are very verbal, or most of us are, and we will skirmish nervously about at the periphery of a problem, like linguistic onanists to avoid confronting the silent, timeless, unconditioned and inalterable reality which lies concealed at the center.

****

So we live and move in our intricate, involuted way, now heartlessly exposed to Heaven, or immured behind the poured-concrete walls and German bank-vault doors of the pure, rectilinear, severely intellectual Pei dormitories--with their rhetorical vistas of palmetto, swamp, plastic, chrome, and tourists: Florida vignettes. By contrast, in our own souls we resemble rather more the Ringling mansion across the road, now, frighteningly enough, a sterile, empty museum; our sensibility a sort of ruinous, but picturesque, Gothick pile (from which occasionally a grotesque or madman peers in an appropriately eighteenth century way) full of heterogenous mental furniture gathered from remote and exotic (and occasionally near and banal) localities to please the eclectic and slightly decadent taste of a leisurely aesthetic glutton. What else is there to do for a reasonable clever and sensitive individual unwilling to associate himself with any eschatology, save in a purely aesthetic sort of way? He is forced to the sybaritic life by mere good taste. He must, to survive, carve impertinent riddles amphibolies, and paradoxes on the huge, stony, reproachfully linear images of his Calvinist fathers; and by irony, subtlety, style (even without content, if necessary) and personal audacity resist the gravitational drag of the maternal darkness. One cannot surrender identity; but neither is one willing to maintain it by heading back into the post-lapsarian Wood like a legate of the Word and trying to remind the animals of their long-forgotten names. Some of us, to be sure, attempt this task obliquely by the Orphic route and try to charm the route with song. Most fail miserably, and are devoured by the Leopard, the Lion, or more rarely the She-Wolf. Some few attain the dignity of being eaten alive by the Gryphon.

Most of us, though, are resigned to the Fall and have learned to live with it, and by the time we leave have begun to acquire a sense of balance, a knack for negotiating an edge between two equally terrifying abysses; we acquire the slightly smug but wary equanimity to which survivors are entitled. We are a low-mimetic displacement of the people left at Camelot after the failure (at least in political terms) of the Grail quest; we have politely declined the high vocation given us by the censer-bearing Dove, but for the most part do not try to persuade ourselves that it was all along only another another Irish-food-myth. "Not for us, thank God, the Celtic cauldron, that feverish, borborygmogenic hallucination of the ravenous gullet of a verminous Gael; no, I venture to assert, it has not yet come to <u>that</u>."

****

I have lied to you in two basic ways. Most obviously, I have neglected the real variety of life-style and personality among students here, to concentrate on their similarities; that is, the things which make them a community rather than an assortment. Still it is undeniably true that no community, especially a community like this, can be very uniform; and that even where there is a shared sensibility, it cannot be equally present, or present in the same way in all of its members. It could, however, be argued that the kind of phenomenon I have tried to describe is the most nearly universal or the most distinctive and striking common characteristic among Novocollegians; and I am reasonably sure that year before last (1967-68) most students would have agreed, though they might perhaps have thought that any attempt to present the place even as lineally as I have done constituted a betrayal of content by form. Even last year (1968-69), most of us would have agreed that New College is "like that" at least in the sense in which a poor and wrong-headed representation is "like" the object it purports to represent, and in which a representation of an entirely different object is not.

****

This year, however, it is hard to say whether anyone but the lame ducks, the old guard, and the elder statesmen of New College will be "like that." Last year we witnessed the advent of creeping eschatology, in the form of group freaks, New Barbarians, cuddly-togetherness types, and apocalyptic agrarians, who would deny that any community <u>should</u> be like New College as here described, and deny further that New College is fact like that. I am not sure. The College has always been an ambiguous, elusive phenomenon, and is even more so now that it is changing many of the old parameters of the social field--e.g. the academic plan and the living accommodations--quite radically. The auguries seem confused and obscure when I, at least, try to play haruspex. Perhaps you would be better off, and I more comfortable, were you to regard the whole of this as exemplary rather than oracular; entrails, especially communal ones, are certainly a messy business, and being an exhibit--the Sam Johnson of the multisensory wisecrack--is much less trying than being an exhibitor. In all seriousness, however, please remember that no matter what happens to the school and to the student entering next year, it will be difficult to gain much physical or psychical distance. All things may work to good or to ill; there are advantages to a Kierkegaardian undergraduate career, as well as dangers. Besides, when you stop to think about it, you're really not going to be quite safe anywhere, are you?

Michael Smith

Chairman,
Student Executive Committee

## THE COLLEGE

New College was founded in 1960 and chartered under the laws of the state of Florida. The first Charter Class was enrolled in 1964 and the first students were graduated in 1967.

Policies of the College are determined by a self-perpetuating Board of Trustees, made up of outstanding men and women in many fields of endeavor. They meet in November and May as a full Board, while the Executive Committee of the Board meets monthly or as necessity dictates.

The President serves as both academic and administrative head of New College, and he reports directly to the Trustees at their meetings.

There are three academic divisions of the College - Humanities, Natural Sciences, and Social Sciences. Each division is directed by a faculty chairman.

The faculty meets twice monthly, more frequently if necessary, to determine specific academic directions within the educational policy set forth by the Board of Trustees. From time to time the President consults on policy matters with an Academic Council.

The College Council consists of three members of the faculty, three persons charged with administrative duties, and three students elected by and from the student body. It has wide functions of recommendation and review.

The Vice President for Administration supervises and coordinates most non-academic activities for the College, particularly those connected with planning, development, public relations, and alumni relations.

The Business Manager supervises the fiscal office, the personnel and purchasing office, and the buildings and grounds department.

## IF YOU HAVE QUESTIONS

| In These Areas: | See: |
|---|---|
| Academic Program | Your Faculty Adviser |
| Academic Status | ERO-Recorder |
| Alumni Affairs | Director of Development |
| Athletics | ERO-Student Policy |
| Course Counseling | Your Faculty Adviser |
| Divisional Programs | Division Chairman |
| Employment, On Campus | Student Personnel Board |
| Four Year Option | ERO-Recorder |
| Graduate Study | Graduate Placement Director |
| Health Matters | Nurse, Infirmary |
| Independent Study | ERO-Off Campus Study |
| Leave (academic and non-academic) | Your Faculty Adviser |
| Meeting Room Reservations | Director of Public Relations |
| Payment of College Bills | Business Manager |
| Personal Counseling | Counseling Coordinator |
| Prospective students | Dean of Admissions |
| Publicity, Publications | Director of Public Relations |

IF YOU HAVE QUESTIONS (continued)

| In These Areas: | See: |
|---|---|
| Refunds | Business Manager |
| Room Change | ERO-Student Policy |
| Room Condition, Keys | Superintendent of Building and Grounds |
| Scholarships and Loans | Dean of Admissions |
| Student Activities | SEC |
| Vehicle Registration | ERO-Student Policy |

## WHO'S WHO

| | |
|---|---|
| Building and Grounds Superintendent | Albert E. Minter, Jr. |
| Business Manager | Charles C. Harra |
| Dean of Admissions | Earl A. Helgeson |
| Division Chairmen: | |
| Humanities | Dr. Arthur R. Borden, Jr. |
| Social Sciences | Dr. Laszlo Deme |
| Natural Sciences | Dr. Peter F. Buri |
| Educational Resources Office: | |
| ERO-Student Policy Office, Director | Dr. Arthur McA. Miller |
| ERO-S, Assistant Administrator | Charles Derrick |
| ERO-S, Counseling Coordinator | John T. Doyle |
| ERO-S, Nurse | Fran LeMasters |
| Secretary for Housing | Colleen Reed |
| General Secretary | Lorraine Sponheim |
| ERO-Recorder | Nancy Ferraro |
| ERO-R, Secretary | Chris Martin |
| ERO-Off Campus Study | James Feeney |
| ERO-O Secretary | Ruth Flemming |
| Switchboard Operator | Pat Loeffler |
| President | Dr. John Elmendorf |
| Provost | Dr. John H. Barcroft |
| Publications Director | William Gekle |
| Public Relations | Furman C. Arthur |
| Vice President for Administration | Robert J. Norwine |
| Financial Aid Officer | Kenneth Simcoe |
| Head Librarian | Dr. Corinne G. Wilson |

## ABBREVIATIONS

Institutions love acronyms, but we like brevity. And so you will find the omnipresent abbreviation. Here are a few you will perforce have contact with. ISP is Independent Study Project, pronounced "isp" to rhyme with "lisp" by the unlearned.

A major source of wonder on campus is the newly glued-together Educational Resources Office, abbreviated ERO, pronounced "arrow." ERO has much gall and three parts. One part is ERO for Student Policy, called EROS for no reason. ERO-S will offer resources for most of the non-financial and extra-curricular aspects of your life on campus. ERO-S is involved in counseling, liaison with student government, many goodies.

ABBREVIATIONS (continued)

ERO-R (pronounced "error") fosters accuracy and wisdom throughout the campus. When a student does something positively academic, it should appear in the records of the college Recorder. The Recorder has charge of transcripts, and is a good person to see for specific readings of the parameters of academic laxity.

ERO-O (called "a-roooo") facilitates Off-campus studies and Independent Study. Your ISP's go to ERO-O, and that closes the cycle of abbreviations, by administration and faculty.

Student government has spawned yet more acronyms. It itself is the SEC, for Student Executive Committee, pronounced S E C. Its truncated form, SC, is the Student Court. Neither organization is related to the Generally Organized Desecrators, which is rumored to be dead.

There are yet others. Doubtless you as a student will coin new ones. May you rot in your alphabits, at the seventh revolving level.

A. M. Miller, M.A.,
ERO, SPO, ln to SEC,
Ex. Off of SC, Fac. Rec,
Ph.D. & Capt. USAR
SSN 449-64-7872

## ACADEMIC INFORMATION

Because the new educational programs are in process of change, even as this is being written, the following program descriptions may be found somewhat repetitious. The compilers of this information have tried to include each significant development of the new policies roughly in the context in which it was first most completely articulated. The compilers hope that new students and faculty members may thereby gain a sense of the "legislative intent" behind the rather starkly recorded outlines of the two ways to gain a Bachelor of Arts at New College.

At the end of this Handbook, listed as Appendix II, will be found the Educational Policy Committee report which was mailed to all new students during the summer of 1969.

### A. Two Ways to the Bachelor of Arts

Beginning September 1, 1969, students at New College will be offered a choice of two different methods of completing requirements for the Bachelor of Arts degree. Called respectively the contractual and non-contractual programs, these two ways to the degree represent a response to demands for varying kinds of flexibility in program planning and the faculty's strong desire to emphasize term-by-term academic involvement and excellence in student work. Both of these programs will be discussed informally below. Formal statements of requirements for continued good standing and graduation will be given in later sections.

(1) The Contractual Program. The central idea of the contractual program is that you will develop in term-by-term consultation with two faculty sponsors of your choosing a program of courses, tutorials, etc., which meets with your particular needs. The two sponsors must be from different disciplines (e.g., religion and math, sociology and literature, etc.). Special periods will be set aside at the beginning and middle of each term for you to meet with these sponsors. If you are an incoming student, you will also have a special opportunity during orientation to seek out faculty you wish to contract with.

The two faculty advisers act, in effect, as sponsors of your program, though the design of the program will be largely your responsibility. They consult with you about each term's work and about your overall plan. They certify at the end of each term whether you have met the terms of your contract. In the event you do not live up to your agreement with these sponsors in any term, they have discretionary authority (within limits) to specify the conditions under which you may continue in school during the following term.

As a contractual student, you eventually decide on a major field (which may be mulit- or interdisciplinary), though you need not declare a major before your second year of residence. When you choose a major at least one of your sponsors should normally be a person (or persons) with special competence in the major field. Arrangements for changing sponsors are discussed below.

In addition to meeting agreed-upon contractual requirements each term, students in this program will be expected to complete several other requirements:

(a) Independent Study Projects (ISP)

You must complete four independent study projects before beginning your final three terms of academic residence. Each project permits individual initiative on choice of topic, method of procedure and preparation of final report or other presen-

tation for evaluation of accomplishment. The first project is scheduled for completion just before the Christmas holidays. You choose your topic with the consultation and approval of a faculty member who agrees to become your ISP adviser for that project. He may be, but not need be, one of your contract sponsors. It is important to delineate the objectives of your project, so as to permit completion within reasonable time limits. The statement of objectives, approved by both faculty sponsors and the ISP adviser, is filed with the ISP coordinator before the end of the first term. Your completed project is due before you leave for Christmas vacation. During the four-week independent study period, your ISP adviser is available for consultation as needed. It is important to choose your project adviser as early as possible and to establish a working relationship that will permit the greatest value to be derived from the period of independent study.

Projects completed during the summer are due in the independent study coordinator's office before the start of the fall term. To broaden your academic perspective, you are to do your first two ISP's in different academic divisions. If for some reason you find it inadvisable to do the first two ISP's in two different divisions, you should consult the ISP coordinator. He may grant exceptions to this rule.

If you are not a transfer student and if you do plan to graduate from New College in three years, you will most likely do an ISP during each of your two summer vacation periods. Off-campus summer study requires that you plan ahead with care because campus facilities are normally closed and the faculty are not readily available for summertime consultation.

Balancing academic, family and employment obligations during the summer can be a difficult challenge. Many students utilize summer job and travel experiences as sources of information and ideas which can be applied to the ISP. An off-campus projects office maintains a file of social service jobs and study-travel abroad programs to assist you in developing plans for your summer or your non-resident terms.

(b) <u>Senior Project</u>

In your final year at New College, independent study will culminate in your completing a senior project in your area of concentration. The completed project will provide a basis for your baccalaureate examination. Your project, if in the form of a thesis, will be typed and submitted in duplicate at least six weeks before the date of graduation. One complete copy of your project will go on permanent file in the New College library.

Every senior expecting to graduate is required to have the original copy of his senior thesis in the library, in an authorized folder (available in the bookstore), one week prior to graduation. If his thesis has not been received by the Library, a student will not be permitted to graduate.

One xeroxed copy of the thesis will be provided for the student by the Library at no cost (in exchange for the original).

Divisional copies of senior theses will be xeroxed at the rate of $.05 per page for a maximum of two copies on the written request of the Divisional Chairman.

Additional copies of theses may be xeroxed at the usual rate of $.10 per page.

(c) Qualifying Examination

Normally, you will take a qualifying examination at the end of your fifth term in residence. It is designed to find out your capability and preparation for advanced study in a particular field or interdisciplinary combination.

At least one term before your qualifying examination you and your contract sponsors will jointly draw up a statement setting out the areas of proficiency you will be examined on. Your sponsors, plus any other faculty members they deem necessary, will administer the examination.

Failure to pass the qualifying examination by the end of your sixth term of residence results in a review of your academic record by the academic review committee with dismissal the possible outcome.

A qualifying examination may be taken after the fifth term of residence only if the postponement is approved by your sponsors and chairmen of any divisions involved.

(d) Baccalaureate Examination

The baccalaureate examination comes at the end of your college program and is, in effect, a defense of your senior project. You are examined by a committee of three faculty members, one of whom will be your senior project adviser and two other persons mutually agreeable to you and the project adviser. In general, this means a committee consisting of your two sponsors and one other faculty member.

The following chart summarizes the academic responsibilities of students under the Contractual Program.

CHART OF ACADEMIC RESPONSIBILITIES

| | | | |
|---|---|---|---|
| First Year | Term by term certification by advisers | Completion of two ISP's | |
| Second Year | Term by term certification by advisers | Completion of two ISP's | Satisfactory performance on qualifying exam |
| Third/Fourth Years | Term by term certification by advisers | Satisfactory completion of senior project | Completion of oral and/or written baccalaureate |

(2) The Non-Contractual Program

All incoming New College students are assigned a faculty adviser at the outset. If you choose to contract with other sponsors this adviser may be dropped. If you choose to work in the non-contractual degree program, however, it is unnecessary to seek out sponsors and the assigned adviser will assist you in drawing up your program.

Although your adviser under this program will try to assist you to develop an intelligent course of studies, you will not contract with him for a specific program.

As a non-contractual student you are obliged only to complete three undertakings--seminars, lecture courses, tutorials, etc.--each term in order to be satisfactorily engaged. You will be expected to complete five independent study projects, the last to be finished during your final year of residence. And you will also be given a baccalaureate examination or its educational equivalent covering areas of study you designate. You will not, however, be required to declare a specific major field. This allows for the development of programs of wide generality or very deep specialization, at your discretion. Accordingly, the requirements of a qualifying examination and a senior project do not need to be met unless you specifically request them.

The requirement of three satisfactories a term is a minimal one and students are encouraged to do more. A student who falls three satisfactories behind at any time is automatically subject to dismissal (except where extraordinary circumstances can be shown). On the other hand, it is not possible to accumulate satisfactories "in advance." Hence, a student who achieves four satisfactory evaluations in his first term and two in the second term is considered to be one satisfactory behind. This sort of deficiency must be made up prior to graduation.

The baccalaureate examination under the non-contractual program is somewhat different from the "defense of senior project" examination of the contractual student. The examination will be given by three faculty members selected by the student in consultation with his adviser. (The adviser need not be one of the three.) The exact nature and extent of the baccalaureate will be determined by agreement between these three faculty members and the student at the time the faculty members agree to serve.

The following table summarizes Academic Responsibilities under the non-contractual program:

CHART OF ACADEMIC RESPONSIBILITIES

| | | |
|---|---|---|
| First Year | Three Satisfactories per term | Two Independent Study Projects |
| Second Year | Three Satisfactories per term | Two Independent Study Projects |
| Third/Fourth Years | Three Satisfactories per term | Successful Baccalaureate Examination and one Independent Study Project |

B. Requirements for Graduation

To receive the Bachelor of Arts degree at New College all students other than transfer students must meet the following requirements:

(1) Residence. A student must complete nine terms of academic residence at the College.*

*A student is "in academic residence" when he has made formal arrangements for payment of all necessary fees for the term and is engaged in academic activities. He remains "in academic residence" for that term unless he is granted a formal leave of absence or has formally withdrawn from New College, or is dismissed from New College during that term. A student may be said to be "in academic residence" if he is pursuing studies at another institution, with the approval of the New College faculty.

(2) Satisfactory Record Term by Term. A student must have either (a) a certification by two contract sponsors or (b) a record of three satisfactory undertakings for each of the nine terms of residence.

Requirement (b) will be regarded as satisfied for a particular term even if only one or two satisfactories are recorded, provided either that (i) a subsequent term (or terms) is certified by two contract sponsors as having included work equivalent to that needed to make up the "deficiency" or (ii) work in subsequent terms includes more than three satisfactories, the surplus being greater than or equal to the earlier deficiency.

(3) Independent Study. A student must complete either four satisfactory independent study projects before the last three terms of residence, plus a senior project or four ISP's before the last three terms of residence and one during the latter period.

(4) Baccalaureate Examination. A student must satisfactorily pass a baccalaureate examination.

In addition, a student whose last term of residence meets requirements (2a), rather than (2b), must meet the following:

(5) Senior Project. Students in this classification must have passed a qualifying examination in the major field(s) before beginning the senior project.

(6) Senior Project. Students in this classification must submit a satisfactory senior project.

A student who has not met the requirements for the baccalaureate degree by the time of the last faculty meeting of the academic year cannot graduate in that academic year. He may fulfill the requirements at any subsequent time agreed upon with appropriate faculty members, and be presented to the faculty and trustees as a candidate for the baccalaureate degree no sooner than three months after the preceding degree-granting date, and not later than five years after the missed degree-granting date.

On occasion, graduation in less than nine terms has been allowed. Students wishing to pursue such accelerated programs may petition the faculty.

C. Academic Good Standing

At all times you are expected to be progressing toward you educational goals. You are expected to maintain a high level of effort without constant prodding. The academic program at New College includes lectures, discussions, laboratory work, preparation of papers and examinations similar to those found in any college.

Class attendance is generally not required. If you have carefully prepared the work for a given lecture or seminar, you may decide whether you can meet your educational needs better by attending the session or by using the time working on your own. You should be aware, nonetheless, that the student who decides to skip class sessions and neglect the work covered in those sessions is almost certainly preparing the way for his dismissal from the college.

Before the start of each term, you register for an academic program. You are free to drop courses at any time during the first six weeks of the term by notifying

your appropriate instructors and ERO-R. At the end of each term a written evaluation of your progress in each area undertaken is prepared by your instructors. You receive one copy directly from him, and he forwards two copies to ERO-Recorder. Titles of "areas of proficiency" you successfully achieve during the term are recorded on your transcript. Negative evaluations are <u>not</u> recorded on the transcript.

Remaining in academic good standing involves either (1) satisfactory completion of three undertakings each term or (2) certification each term by two contract sponsors. If you fail to achieve (2) and are a contractual student, one of two things will happen: Either your sponsors will recommend that you get new sponsors or that you be allowed to continue only under the non-contractual program. If they recommend the latter, they may also specify that you are to be considered as having completed 0, 1/3, 2/3, or all of your contract. That is, you will be 0, 1, 2, or 3 satisfactories behind in that program. You have the right to appeal such decisions to the academic review committee, which according to present plans will include both student and faculty representatives. You may also appeal to the review committee any time you believe that your advisers are not meeting their obligations under the contractual system.

Good standing on the non-contractual program entails having no more than two deficiencies; i.e., being no more than two satisfactories behind. A person who is three satisfactories behind is automatically subject to academic review and possible dismissal. If he does not petition the Academic Review Committee, he is assured of dismissal. Only in cases of extraordinary mitigating circumstances will he not be dismissed.

In both programs, timely submission of ISPs and theses, and passage of required examinations is mandatory for good standing. A person who has failed to complete an ISP satisfactorily by the due date is subject to review by the academic review committee and possible dismissal. If an extension is given by the ISP adviser (maximum: three weeks) and the project is not then satisfactorily completed, the review will be held with dismissal the likely outcome.

The conditions, then, under which a student is not in good standing are that he has no certification for the past term from his two contract advisers (or no advisers have agreed to contract with him for the present term) and/or he is recorded as having a deficiency of three satisfactories; alternately, a student who has failed to pass a required examination (qualifying or baccalaureate), or has not submitted a satisfactory required ISP on the proper date, is not counted as being in good academic standing.

The importance of this definition will appear later when academic leaves are discussed.

Academic good standing at the college may not by itself be sufficient to the full working out of your educational plans. If you wish to enter a graduate or professional school or wish to transfer to another college, you must consider the requirements of the other institutions. New College will communicate your progress in subject matter through a transcript showing your record on independent study projects, examinations, and all areas of proficiency completed. Other institutions will ordinarily request, in addition, some personal references from faculty members and recommendations for credit for specific courses. The personal references made by members of the faculty will be based in part on term work.

D. Setting Up A Program: Student Obligations

The importance of the sponsor-student relationship in the contractual program cannot be overestimated . Accordingly, some entering students will wish to begin work at the college on the non-contractual program until they have had a chance to get acquainted with a number of faculty members. Efforts will be made nevertheless during orientation to make you fully acquainted with the expectations, interests, and personal characteristics of various teachers. At that time (or earlier if you wish) you will be asked to file a first-term contract with the Recorder's office. Otherwise you will be assumed to be a non-contractual student.

It is expected that a contractual student will discuss with his advisers not only specific plans for the coming term but also general plans for the subsequent period at New College. Even if no major field is decided, the progress by which a decision is to be reached should be discussed.

The non-contractual student should likewise have a reasonably clear end in view in selecting his courses, etc., from the list of current offerings. Discussion with an adviser or with the Educational Resources Office is imperative if there is any uncertainty about the kind of program you wish to develop.

Moving from the contractual to the non-contractual program and vice versa has been made as simple as possible. A student who is in good academic standing may shift in either direction at the end of any term simply by notifying the ERO-R and the advisers and sponsors involved. Naturally, this presupposes the consent of contractual sponsors when one enters the contractual program.

A student who is not in good academic standing may transfer into the contractual program only if his sponsors agree to arrange the fulfilling or waiving of his previously uncompleted obligations.

E. Leaves, Withdrawals, Suspensions, and Dismissals

A student may find it necessary to leave the college for a number of reasons. He may wish academic or non-academic leave; he may wish to withdraw, or he may be dismissed. Each of these categories is discussed below.

In any case, the "Interruption of Residence form" must be completed. Note that, in order to be granted any leave, the student must be in good financial standing with New College.

In each of the situations below, a specific procedure must be followed. A student should carefully consult with his faculty adviser or sponsors as to the specific steps to be taken or he may jeopardize his chances of future financial aid, readmission, selective service deferment, or transmittal of a transcript. In general, the following regulations apply.

(1) Academic leave. Normally, academic leave is given students for independent study projects or for study elsewhere. Students must have completed all required work to date, i.e., be in good academic standing, unless this requirement is waived, and must file the necessary form at the College Recorder's office. A student on academic leave must have permission of his academic adviser or sponsors, and the Director of Student Policy. If the leave is for an ISP, the student must also have the permission of his ISP adviser.

The student is readmitted at the end of his leave on the date stated on the Interruption of Residence form, without application or petition. He should notify ERO-R at least two weeks before returning so that arrangements can be made. Academic leave may be extended by petitioning ERO-R one month before the scheduled end of the leave. When a student returns, his financial aid will be recomputed by the same guidelines originally followed. Academic leave for ISP and study elsewhere will be granted only if it is clear that this has marked educational advantages. Normally, first year students must carry out their first ISP on campus. Upperclass students planning to do an ISP during the summer or the scheduled ISP period need not seek academic leave to carry out their projects off campus.

According to faculty policy, a student may not normally be given a leave if he has deficiencies which can be made up during the period for which leave is requested. In short, academic leave will not normally be given to those not in good academic standing.

(2) Non-Academic Leave. Non-academic leave is normally granted for reasons of illness, personal or financial difficulties and is usually granted for a spedific period of time not to exceed one academic year. Such leave is granted by ERO-S in consultation with the student's adviser or sponsors. The director may advise the student to withdraw from New College rather than seek non-academic leave. Such leave may be extended by applying to the Director of ERO-S at least one month before the expiration of leave.

A student, if certified to have a significant physical or emotional illness, may request a medical leave of absence from ERO-S. If such a leave is granted, the former student should realize that he may--at the discretion of his draft board--lose his 2S status. Furthermore, the former student's return to New College is not automatic. Because the reasons for his departure were medical, the college must be assured, before he is to return as a student, that he is now not significantly incapacitated by the medical problem which necessitated his leave of absence.

To return from medical leave, a former student must provide ERO-S with a "clearing" statement from a medical authority competent in the area of that particular difficulty. This statement, of course, will be considered as confidential. Even upon submission of such evidence, there is no automatic readmission. A former student's return to New College is a matter of professional judgment--that of the college authorities as well as that of the medical authority.

(3) Academic Withdrawal. A student may withdraw only by filing the Interruption of Residence form with ERO-R. If this form is not filed, the student will not be provided with a transcript, nor will he be considered for readmission. If the form has been filed, he may be readmitted by petitioning the faculty, through ERO-R at least four weeks before the beginning of the term he wishes to re-enter the college. A student normally may not re-enter the college until at least one term has elapsed. since his withdrawal. The faculty may set academic requirements or restrictions as conditions for readmission. Students contemplating withdrawal should note that examinations must be taken at the scheduled times.

(4) Academic Dismissal. In summary, a student is subject to review and/or dismissal by the Academic Review Committee (ARC) whenever:

a. He is three Satisfactories behind in the non-contractual program.

b. He wants to continue in the contractual program but his contractual sponsors recommend to the ARC that he not be allowed to do so.

c. He shifts from the contractual to the non-contractual program with his contractual sponsors attesting that he has in effect fulfilled less than one-third of his last term's contract with them.

d. He has not satisfactorily completed an ISP on schedule. (See section titled "Academic Deadlines.)

e. He is a contractual student who has not passed his Qualifying Examination by the end of his fifth term of residence.

f. He has had the permission of sponsors and appropriate divisional chairmen to defer the exam until the end of his sixth term of residence, and has failed it.

ACADEMIC DEADLINES

The more individualized aspects of the New College academic program make it even more important that certain deadlines be met by students and faculty alike. In summary form, these are:

a. Deadlines for Term Evaluations. The student can expect written evaluations of his term work to be received by ERO-R at least one week after the last day of each term. The Academic Review Committee (ARC) publishes the guidelines for how late evaluations will be considered. In general, the student should expect that the ARC will act upon the evidence it has at hand.

b. Deadlines for Declaring a 4-Year Option. The firm deadline for declaring 4-Year-Option, is one full term before the term of absence. That is, a student wishing to take the "Option" for the third term must file the "Interruption of Residence" form with ERO before the last day of the first term. Students whose forms are not completed and filed before the deadline will not be granted 4-Year-Option. Such a person may, however, withdraw from New College if he does not choose to be in academic residence.

c. Deadlines for Submitting an ISP. The normal Independent Study Project (ISP) schedule for three-year students is as follows:

1) Between terms 1 and 2 (December IS period, first Year).
2) Between terms 3 and 4 (Summer)
3) Between terms 4 and 5 (December IS period, second year).
4) Between terms 6 and 7 (Summer)

For students on four-year option the normal schedule includes a project done during the December IS period of the first year. The remaining three projects should be planned so as to conform as closely as possible, as regards number of completed terms, to 2), 3) and 4) of the paragraph above. In any case, the student's application for four-year-option must include a schedule for the completion of all the Independent Study Projects.

If a student falls behind the normal schedule specified in paragraphs 1 and 2, his record will be reviewed by the Academic Review Committee; this review may

result in dismissal, or restriction of academic privileges (RAP) or no formal action.

If a student contracts with a faculty member to do an ISP and does not complete it on schedule, his record will be reviewed by the Academic Review Committee; this review may result in dismissal, or RAP, or no formal action.

Every student not on leave during the December Independent Study Period must be engaged in an ISP, senior project, or other academic activity approved by his adviser.

An ISP should be submitted to ERO-Off Campus Study, where its receipt will be noted, and it will be forwarded to the student's ISP adviser. If the project will be late, the student should seek a short extension from his ISP adviser. An adviser, may, if he wishes, grant an extended due date of up to three weeks. Such an extension is valid only if ERO-O is notified in writing before the due date. If a project is submitted on time, yet is unsatisfactory, the adviser has the option of extending the deadline a maximum of three weeks beyond the first due date, not the extended date. When the maximum extension expires, the ISP adviser may record the project as "satisfactory" only if it is passed upon by a three-man committee of faculty members in relevant fields. The ISP adviser may himself be a member of this committee. He is, however, under no obligation to be a member.

d. Deadlines for Student Contracts and Registration. In the first term, registration of courses or other academic activity including student "contracts," must be filed with ERO-Recorder by the second Wednesday of the term. Thereafter, the deadline for registration and for contracts is the second Wednesday of the term.

If a contract is not received by ERO-R, the student is assumed to be non-contractual. A person who is neither registered in the non-contractual program nor is recorded as having contractual sponsors is assumed to be without academic involvement, and will be counseled by the Academic Review Committee. If the supposed student does not choose to become a part of the academic community, he should expect dismissal.

e. Deadlines for Senior Theses. May 1, 1970, submit to each sponsor.

Petitions and Appeals. All petitions regarding an appeal of actions concerned with the above specified cases of absence from college must be directed to EROS.

In all cases specified above, a student wishing to appeal a decision may appeal to the body making the decision, or in the case of academic leave, withdrawal, suspension, or dismissal, to the Academic Review Committee.

Non-Academic Suspension and Dismissal. A student whose New College bills are not paid may, at the discretion of the Business Manager, be declared not to be a student. If so declared, he must leave the campus. The date of his departure is set by EROS, in consultation with the Business Manager. Appeal is to the Business Manager, or subsequently to the College Council.

Disciplinary suspension or dismissal, incurred for reasons which are neither purely academic nor financial, may be recommended by EROS, and is normally voted by the College Council.

Work Done In Absentia. Students in residence are always required to take any original examination or any scheduled make-up examination that comes due. (Make-up examinations, while normally taken at the first opportunity, may be scheduled at the

discretion of the faculty involved.) Failure to take a scheduled examination will be treated as total failure on the examination.

Students are permitted, with the approval of the faculty concerned, to take an exam without fee during a term off provided this action comes on schedule for the three-year option or earlier.

Students who have already had nine terms of residence and are cleared financially may take exams or submit theses up to five years later without fee, provided approval is obtained from the faculty involved.

Up to five independent study projects may be submitted without fee as long as the student is enrolled in the college. (Additional projects may be submitted at the fee listed below.) This includes terms off on four-year-option.

In all circumstances, the student will pay a $25.00 fee for Qualifying Examination, Baccalaureate examination, Independent Study Project, or Thesis or Senior Project.

In all cases, the student is responsible for costs of lodging and food, if any, when taking examinations while not officially in residence.

Examinations may be taken off campus only in extenuating circumstances.approved by EROS, adviser, or sponsors and the faculty members producing the examination.

Special Policies Affecting Transfer Students. As soon as possible, a transfer student will receive from the faculty committee on admissions (4-A Committee) an outline of the requirements for graduation which will apply to him. Two special residence requirements obtain:(1) a transfer student must complete at least his last five terms in residence at New College, and (2) he must be in residence at least one full term before attempting a qualifying examination under the contractual program.

## STUDENT POLICY OFFICE, ITS STAFF AND FUNCTIONS

The Office of Student Policy has a broad responsibility for many matters in the student's life, other than strictly academic or financial.

The Director of Student Policy, as a central goal of his office,encourages and actively helps develop a sense of responsibility and wide student participation in self-government. Although the Policy Office is, unavoidably, a center of authority as well as overall responsibiilty, its aim is to avoid the authoritarian whenever possible. This office, accordingly, has decentralized many functions normally belonging to a Dean of Students. Some of these functions are performed by the faculty; others are assumed by the Student Government.

The Assistant to the Director is mostly in charge of administrative detail, and will be able to answer most of your questions regarding daily detail and established policies.

The Secretary for Student Policy coordinates roommate changes, maintains student personnel files, and is the person to see for appointments and forms.

The Counseling Coordinator coordinates the counseling resources of the college. The counseling coordinator works closely with Faculty Advisers, Faculty Residents,

and special counselors. The Counseling Coordinator is the man to see initially about personal problems.

The College Nurse is available each weekday in the Infirmary. Her office is also an excellent source of information on the overlapping areas of health, education, and the law. A Medical doctor visits the College twice a week at scheduled hours. If a student needs very minor medical attention during periods other than the above mentioned hours, he should contact one of the Faculty Residents. A student requiring emergency treatment should normally go to Sarasota Memorial Hospital or Manatee Memorial Hospital.

For other than minor illnesses, or for diagnosis, the student may be referred by the physician or nurse to a local hospital or specialist or to his own doctor. Medical costs arising from such referrals are the responsibility of the student.

A clinical psychologist is available on campus to students for consultation, without cost, at the student's initiative.

In cases where it is deemed advisable by the Director of Student Policy, students may be referred to a psychiatrist for one diagnostic consultation without cost to the student.

## STUDENT GOVERNMENT

Student Government is exercised through the Student Executive Committee (SEC) and The College Council. The College, through these two bodies, attempts to place into student hands the regulation of their daily affairs, and also, through them, to stimulate communication among students, faculty, and administration.

The Student Executive Committee deals closely with the daily life of students. Its members are elected directly by and from the student body. The SEC meets once each week to discuss and determine the rules and policies directly affecting student life. The SEC is governed by a Constitution, copies of which are available to interested students through the ERO-S. The SEC carries out much of its business through appropriate sub-committees.

The College Council has broad advisory concern over interrelated areas of the College. The Council consists of three faculty members, three student representatives and three administrative officers. It meets once each month to examine and evaluate policies underlying academic programs, administrative operations and student life.

## RULES AND GUIDELINES, AN OVERVIEW

Common sense and good taste generally suffice as guidelines for conduct at New College. Experience has demonstrated, however, that certain specific rules are needed. In general, the rules of most direct interest to the student body have been established by the Student Policy Office. Regardless of the source, the justification is the same: the need to maintain reasonable order and communal responsibility within the college. Regardless of whether the immediate enforcement of a rule belongs to the Student Court or to the college administration, the validity of any social rule may be reviewed by the College Council.

As a general principle, the privacy of student rooms is maintained, except when an offender has abused his own privilege of privacy by making his actions to some degree public.

A uniformed guard, designated the Proctor, is employed by the College to protect college property, to apprehend intruders, to report violations of, and to enforce compliance with, campus rules whether student or administrative.

## A MESSAGE ABOUT THE NEW COLLEGE STUDENT COURT

Contrary to a widely held opinion, rules are not made for the specific purpose of being broken. This should be, perhaps, especially true at New College, where rules are kept at a minimum and freedom and individual responsibility are stressed in social conduct as well as in academic endeavor. The few rules which do exist are largely under student control and most are enforced by a Student Court.

The Court consists of five student judges, elected at large by the students at the beginning of the First and Second Term. After their first term in residence, students are eligible to serve on the Court, and may place their name on the ballot by submitting a petition signed by five percent of the student body.

The function of the Student Court is to handle all matters of discipline subject to action by the SEC, including any reported violation of the Student Code, which can be found in this Handbook. A reported violation is:

1) An infraction of the Student Code recorded in the official report of the Proctor.

2) A signed statement by a student that he has witnessed an infraction of the Student Code, or by any member of the New College community that he has observed evidence of a violation of the Student Code rule against defacing or destruction of college property.

The Student Court is concerned with and responsible for the enforcement of student rules only. Some of the regulations which affect student life lie outside Student Court jurisdiction and are the responsibility of administrative control, which is of two types:

1) Specific or functionally autonomous control; i.e. the Food Service Director regulates the dining hall, the Department of Building and Grounds supervises rules and conditions of the room occupancy, etc.

2)Director of Student Policy, who enforces the Administration rules not covered by the offices in (1) and who coordinates the various aspects of Student and Administration policy regarding student life.

There is one significant area of regulation which has aspects covered by both student and administration rules. This is <u>Intervisitation.</u> The Administration Intervisitation rule, enforced by the Office of Student Policy, is concerned with the hours during which students of the opposite sex may not occupy the same room. Student rooms, including balconies and patios, are open to the visit of persons of the opposite sex if both roommates agree, any time between 7 a.m. and 11 p.m.,

Sunday through Thursday; on Fridays and Saturdays, the hours are between 7 a.m. and 1 a.m. of the following morning. At other hours, no person is permitted within a student room with a person of the opposite sex, except as provided under the terms of "open room registration," as defined at this time by the SEC.

On the Palmer Campus, access to student living rooms is not restricted by intervisitation hours, unless hours are voted by the majority of the students living in that 10-person wing. When a large living room is shared by twenty, their majority vote will decide hours.

The Student rule, termed Non-Intervisitation, protects student rooms from undesired or uninvited guests (visitors) at any time of the day. The full text of the non-intervisitation rule can be found in the Student Code.

Once elected, the Student Court elects from its members a chairman and a secretary, and appoints from the student body a Bailiff and A Student Prosecutor. It is the responsibility of the Prosecutor to investigate violations in cases in which the identity of the violator is not clear, and to report his findings to the Court.

When a violation is reported to the SC, the Court must hold a hearing within ten days, or the case is dismissed. A copy of the complaint is sent to the accused as the complaint is filed, and the accused must be notified of the charge against him at least 48 hours before the hearing.

At the hearing, the Prosecutor presents the charges to the Court and to the defendant, who then enters his plea. If the defendant pleads guilty or nolo contendere, the SC deals with the violation according to established judicial procedures. A plea of not guilty will lead to a formal trial, if it is determined by the Court that there are sufficient grounds for such action.

In all cases, the accused must be informed of the provisions of the Student Bill of Rights and the Student Court Modes of Procedure. The complete SC Modes of Procedure may be obtained from the Student Policy Office, and it is suggested that you become familiar with them.

## NEW COLLEGE STUDENT CODE
Established by Vote of the SEC

### I. Alcoholic Beverages

A. No student shall consume, have openly visible in his possession, or be under the influence of any alcoholic beverage while he is on the public campus.

B. "Public Campus" refers to all areas of the campus to which members of the college community and/or the general public have free access, i.e.: the courtyards, of the dormitories, Hamilton Center, College Hall, etc.

### II. College Property

A. No student shall litter, destroy, deface, or fraudulently misuse college property in any manner.

B. It shall be an offense against the Student Code to enter unauthorizedly upon any college property which has been secured by the agency of the college responsible for that property.

III. Contempt of Court

A. Persistent disruption of any SC hearing or trial, which continues after the person is warned that his behavior is out of order and disruptive and may lead to a charge of contempt, is ground for a charge of contempt of court.

B. A defendant who has been properly notified that he is scheduled for a hearing must do one of the following:

1. appear for his hearing
2. submit a written plea of guilty or nolo contendere to the chairman of the SC before the hearing
3. be granted a continuance for his case on the basis of a written petition submitted not more than 48 hours after his scheduled hearing time; this petition must state good reasons for the continuance.

If the defendant does none of these things, and if he is absent from the next regularly scheduled hearing without previously submitting a plea of guilty or nolo contendere or obtaining a continuance, he may be held in contempt of court.

C. A student who, after giving the SC formal assurance that he will testify in good faith and honesty, subsequently breaks this trust may be found in contempt of court. Proceedings in regard to the prosecution of an alleged violation of this section C of Rule III must be initiated within two months of the alleged violation.

IV. Guest Rule

A. The proctor shall and a student may interrogate all non-students on campus at any time to ascertain if they are members of any of the following groups:

1. New College Faculty
2. Guests of New College Faculty
3. New College administrative personnel
4. Guests of New College administrative personnel
5. Properly registered and signed-in guests of New College students.

The proctor shall and a student may at his discretion require all other persons to leave the campus.

B. The procedure for registering guests shall be as follows:

1. Guest and host will fill in and sign guest registration and identification forms.

a. The guest shall carry the identification form with him at all times and produce it upon the request of the proctor or any New College student.

b. The registration form shall be kept on file in the Reception Center.

c. If the guest is under 21 years of age, he must attest to parental

awareness of his presence and purpose at New College, as indicated on the guest sign-in form.

2. The host and guest shall also sign a guest list which shall be kept on the SEC bulletin board.

3. By the action of registering a guest, the host student accepts full responsibility for the actions of that guest. Any infraction of Student Rules by the guest during his visit will be considered an infraction by the host and treated as such.

C. 1. Entering misinformation or withholding information on the guest sign-in forms (1 and 2 above), or violation of any other provision of the guest rule, shall constitute an abridgement of guest privileges and may constitute sufficient reason for the termination of such privileges by the SC.

C. 2. No student may sign-in more than three guests in one night.

D. 1. No guest may stay overnight more than one week-night (Sunday through Thursday nights) and two week-end nights (Friday and Saturday nights) inaany calendar week.

D. 2. No guest may be signed into a room officially assigned to a member of the opposite sex.

E. Exceptions to sections A-C shall be made at the discretion of the proctor.

F. Exceptions to section D shall be made by the appropriate administrative offices.

G. All guests must leave by 11:00 o'clock p.m. unless signed in overnight in accordance with D above.

H. Any member of the College Community has the right to file a complaint of a violation of the Student Code by a non-student with the SC, which may then act to ban such non-student from campus. When the non-student was signed in at the time of the alleged offense, the SC shall subpoena the host as a witness, subject to the usual Modes of Procedure.

V. <u>Non-Intervisitation</u>

A. 1. No student shall enter a student room which is not his own, unless given permission to do so by at least one of the student's assigned to that room; no student shall enter a student room which is not his own against the express wishes of an official occupant of that room.

A. 2. No official occupant of a Room shall inviteda guest into that room against the express wishes of any other official occupant of that room.

B. "Student Room" shall be defined to include balconies, patios, and alcoves.

VI. Quiet Hours

A. During quiet hours (Section C) no student shall cause noise which is so audible in dormitory rooms or study rooms as to be distracting to those who wish to sleep or study.

B. During the time outside of quiet hours, when so requested by another student, a student shall cease and refrain from causing noise so audible in dormitories or study rooms as to be distracting to those who wish to sleep or study.

C. Quiet hours begin at 8:00 p.m. Sunday through Thursday and 1:00 a.m. on Saturday and Sunday mornings; Quiet hours end at 9:00 a.m. each day.

VII. Assault

A. It is a violation of the Student Code for students to possess weapons or dangerous implements which give rise to feelings of intimidation or disturbance among members of the college community, as determined by the Student Court.

B. It is a violation of the Student Code to maliciously and willfully assault, imperil, or violate the person or property of any member of the college community.

## PROPOSED BILL OF RIGHTS FOR STUDENTS

The College Council has now accepted a newly revised version of a student Bill of Rights. Although this Bill of Rights is still under discussion and has not yet been forwarded to the Faculty and full administration for approval, the Student Policy Office has, in principle, accepted the current version of the document. This means that the document is to be recognized as binding upon the operations of the ERO-Student Policy Office until such time as specifically stated otherwise.

Copies of the proposed Bill of Rights are available from the ERO-S.

## COUNSELING AND ENFORCING, ADMINISTRATIVE

The Bill of Rights states the following: "The disciplinary powers of New College are inherent in its responsibility to educate its students through the regulation of the use of its facilities and through the setting os standards of conduct for the students who attend it. In developing responsible student conduct, disciplinary proceedings shall play a role substantially secondary to counseling, guidance, admonition, and example. When these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties."

## DRUGS, A DEFINITION AND A WARNING

Definition: For the purpose of this section of the handbook "Drug" is any chemical substance that alters mood, perception or consciousness and which is subject to misuse, to the apparent detriment of the individual, the college, or society as a whole. When an idential substance is used as prescribed by a competent authority, it is not a drug, but a medicine. To clarify the use of the term "Drug" in this hand-

book, two exceptions are necessary, alcohol and tobacco. Society prefers to think of alcohol as a beverage rather than as a drug. The use of alcohol, moreover, is limited by a separable set of public laws, as is the sale of tobacco. The student should know that many states, including Florida, will not allow the sale of tobacco to minors. By contrast, most "Drugs" (as defined above) are illegal regardless of the potential defendant's age.

Cautionary Statement: The medically unsupervised use, possession or distribution of drugs is illegal and subject to very harsh penalties. These penalties are set by both Federal and Florida State Law. Florida, of course, is not alone in the severity of its penalties. Although marijuana is often called a comparatively mild drug, state penalties for first offense for possession and sale vary from two to twenty years in prison and fines up to $20,000. Second offenses may carry penalties up to thirty years. Even though Federal penalties are far from lenient, it is common practice for Federal agents to involve state and local agents in their investigations and to urge prosecution under State and Local regulations, which in many cases are more severe than Federal regulations. Any student interested in Federal and Florida drug laws is encouraged to consult the New College Infirmary which has available a summary of the relevant public laws.

The College Attitude Toward Drugs: New College assumes neither the authority nor the responsibility of acting as an arm of the law; its students have no greater protection from the law than any citizen. Residence at New College does not exempt one from public law.

Uncontrolled use of drugs threatens the physical and mental health of the user. As controlled research continues into the effects of hallucinogens, amphetamines, barbiturates, and opiates, evidence vacillates upon the danger of long-range injury to psychic, somatic and genetic capabilities. The College, above all, is concerned about the impairment of the individual's ability to act as a student.

Drug abuse, moreover, may quickly become pervasive. Use by one student may threaten the welfare and will certainly threaten the privacy of other students. Thus, with the legal and medical welfare of the student in mind, New College cannot approve of the medically unsupervised use, possession or distribution of drugs.

General prohibition of drugs would be inconsistent with the College policy, for it would merely duplicate the prohibitions of public law. In general, therefore, unless the college administration gains firm knowledge of a student's drug abuse prior to action by the relevant law officials, such student infractions will be handled solely by the agents of public law.

Yet the absence of corrective action by the College in some specific cases of drug involvement may be highly irresponsible. Because a student's drug use may pose a great potential danger to others (as well as actual danger to himself), disciplinary action must always be considered when such activity occurs. Firm cases of drug use will be viewed most severely.

The college does not seek legally binding evidence of drug usage. Indeed, its officials most often prefer to act as counselors before such binding evidence could become available. No c ounselor wants to become an "accessory after the fact." nor does he wish to overlook a student's serious indiscretions. For these reasons, a New College Injunction--as defined below under "Unwritten Restrictions of Student

Conduct"--may be used as a response to justified suspicion of a first offense.

The Injunction is a strong cautionary letter, sent to the student and his family warning them that a future offense is punishable by expulsion.

## PUBLIC LAWS AND ADMINISTRATIVE RULES

The most recent version of the Bill of Rights states, "Students who violate civil law may incur penalties prescribed by civil authorities, but institutional authority shall never be used merely to duplicate the function of civil laws. Only when the interests of the College Community which are directly relevant to the education of its students are distinct from the interests of the general community shall special authority of the college be asserted."

Florida law forbids anyone under the age of 21 to possess or consume alcoholic beverages. One who serves as an accomplice in violation of the law is equally liable to prosecution. Students should also be aware that hitchhiking or soliciting of rides within the city of Sarasota is forbidden by local ordinance. New College residence halls, including Hamilton Center, are within the city of Sarasota. In the campus area, furthermore, public law forbids the explosion of fireworks.

## ADMINISTRATIVE RULES IN GENERAL, JUSTIFICATIONS

A college community is far more than a collection of rooms. It is, for one thing, a legal entity as a college. It may, accordingly, be held legally liable for its action in many cases, just as if it were a person. The community must therefore protect itself from avoidable prosecution if it is to continue its educational role in the life of its students. If all the actions of civil courts were predictable, colleges would probably need far fewer administrative rules than they do now have. Because there are many "grey areas" of legality and responsibility, however, the college must form at least those rules which experience has shown to be a necessary minimum for this college. Circumstances, history, and rules of course will change; but until otherwise announced these rules should be considered as binding.

## FIREARMS AND EXPLOSIVES

For the safety of all members of the college community, firearms and explosives may not be kept in residence rooms.

## SIGN-OUT/SIGN-IN

On campus students planning to be away from campus overnight must follow the sign-out procedure posted at the Reception Center and sign-in upon their return. This rule is not used to restrict a student's freedom of movement, it simply assures that the minimum necessary information (who is here or not) is readily available.

## VEHICLES

Bicycles are permitted on campus but must be registered at the Office of the

Director of Student Policy. Violations of vehicle regulations are punishable by fines and/or withdrawal of the privileges.

Financial aid recipients must complete a separate registration form obtainable from the Financial Aid Officer, to provide justification for vehicle ownership.

The following insurance coverage is required for motor vechicles operated by New College students: $10,000 liability coverage for injury to one individual; $20,000 aggregate limit; and $5,000 property damage. Because judgments in accident cases continue to rise, liability coverage in the amounts of $50,000/$100,000/ $10,000 or higher are certainly advisable.

## PETS

Because rabies is all too common in this part of Florida, dogs are not allowed as student pets. No pet is allowed on campus or in student rooms without prior permission of the ERO-Student Policy Office. Because some ten people must share a common air conditioning system on the Palmer Campus, it will be difficult to allow cats in the new dormitories. If you must have a cat, you two will be least uncomfortable on the East Campus. There your cat must be registered with ERO-S, and it must at all times wear a rabies tag. Furthermore you must post a non-refundable Fumigation Fee of $15.00 for each cat you have on campus, weaned kittens included. For your protection, and that of the College in general, stray (that is unregistered) animals will be removed from campus by the Building and Grounds crew. Cats are allowed as student pets on Palmer Campus only when ERO-S has on file a form signed by all occupants of that "wing," all of whom must breathe "cat" through their air vents.

## STUDENT JOBS

Employment of students in on-campus jobs is coordinated by a student personnel board. A New College student may accept an off-campus job provided that it does not seriously interfere with his performance as a student. The Academic Review Committee may, at its discretion, require that a student curtail or abandon an off-campus job.

## MEETINGS ON CAMPUS

New College encourages the use of its facilities by members of the New College community. Such members are identified as all students currently in academic residence, all members of the faculty and their immediate families, all members of the administrative staff and their immediate families.

Use of meeting room facilities is made under the following conditions:

1) All academic functions have priority over non-academic functions.
2) When any all-college event is held in South Hall, Hamilton Center Dining Room or College Hall, no other event will be scheduled in the same building where meeting times would overlap.
3) All requests for meeting rooms should be made to the Public Relations Office to determine space availability, to notify other offices and to determine special needs.

4) For every meeting, some member of the community must act as sponsor and bear the responsibility for that group and its use of college facilities.

5) The Public Relations Office reserves the right to assign a group to space other than requested, if it becomes necessary.

6) The general philosophy for use of rooms for non-college purposes is that all meetings, luncheons, or other gatherings by such groups should have some relationship to the college purpose and they should be occasional rather than regular meetings. Relationship to the college purpose may mean a member of the college community is the speaker, that the aims of the group are directly associated with education, or that the group has been invited by a member of the college community.

7) No meeting or other affair shall be scheduled or held in New College facilities where admission shall be charged or where donations are solicited except those sponsored by or for the benefit of New College.

8) No public meeting, that is, a meeting advertised or otherwise generally open to off-campus community, may be held in any residence hall room. Exceptions to this rule, which is designed to protect the privacy of the dormitories, may be made by the Student Policy Office.

EQUIPMENT AND SET-UP

For college-sponsored meetings (those instigated by an office or an officer of the college), normal sound equipment and physical rearrangement of furniture will be provided.

For individually-sponsored meetings, arrangements should be made directly with the Language Laboratory for sound or other special equipment.

For individually-sponsored meetings where room arrangements must be substantially changed, the expense must be borne by the sponsor. Costs will be determined by the amount of work involved and estimates will be given by Buildings and Grounds.

Food and beverage for all meetings are the responsibility of the sponsoring office or individual. Arrangements should be made directly with Servomation-Mathias or private caterers.

## FORUM AREA

Students who desire to display non-college literature may do so with the permission of the SEC in the area of Hamilton Center designated for that purpose. It should be recognized that the college retains the prerogative of removing such literature during special events.

## HEALTH INSURANCE

For the student's protection, he is required to subscribe to the college-sponsored health insurance plan, or to submit a signed, College-furnished medical waiver exempting the College from responsibility in this area. Students are requested to provide the College with information of any existing health insurance coverage.

## UNWRITTEN RESTRICTIONS OF STUDENT CONDUCT

Although it is college policy to grant students a large measure of freedom and

responsibility, consistent with the law of the land, it should nonetheless be recognized that the Student Policy Office may for good cause, enjoin a student from indulging in specific and injurious action. If a student violates such an injunction, the Office of Student Policy may recommend to the College Council that a student be suspended or expelled. The nature of recommended or resultant disciplinary action will be proportional to the severity of the danger to others. Such cases will be few. They will be handled by due process as defined above and by the proposed Bill of Rights for Students.

## MARRIAGE

In general, single students enrolled at New College may be married only with the permission of their parents or guardian and then only when the Student Policy Office is notified in advance.

Dormitory accommodations may be available to married students when both partners in the marriage are New College students and there are no children. Single students have preference in room selection.

A student who is married to a non-student may not live on campus except when the student spouse is away in military service or otherwise absent.

A married student living off campus may not receive scholarship assistance in excess of tuition charges.

Students planning marriage should ask the Student Policy Office for a copy of the document entitled "Conditions Governing Student Marriage." This includes the full text approved by the Board of Trustees.

## STUDENT CULTURAL ACTIVITIES

Almost all student activities are generated by students even though faculty and staff can and do give assistance, when requested. The student newspaper, THE CATALYST, independent of the college, is often published during the academic year and annually recruits new staff members from the incoming class. The students have published literary magazines from time to time, and a yearbook. They have tutored culturally handicapped children, have organized some drama activities, and sponsored Friday night forums featuring guest speakers or entertainers. There is a program of classic films on Sunday evenings.

There are numerous off-campus activities students may enjoy. They include participation in the New College Summer Music Festiv al devoted primarily to chamber music performance; the Florida West Coast Symphony Orchestra, and two local community theatre groups. Sarasota and Bradenton offer a variety of concerts, plays, major and minor league baseball, lectures, opera, ballet, and gymnastic exhibitions.

Trips are scheduled when possible as interest indicates for events at colleges and universities in the Tampa Bay area. Four of these institutions are within a 50-mile radius.

## SOCIAL

Student social life is organized by the students, with the assistance of various members of the faculty and staff. The Social Committee of the Student Government is normally charged with arranging college-wide social events, and the student government allocates a certain portion of the student activities fee for the support of these functions. Past activities have included dances, beach parties, off campus trips for special events, and picnics. Students help determine the character of social life by their organizational abilities, wishes and participation.

## ATHLETICS

Students are encouraged to exercise their bodies as well as their minds, but there are no requirements for athletic activity.

Adjacent to the residence courts are two all-weather tennis courts and a 25-meter swimming pool; the college has several sail boats; there is good fishing in the bay and the gulf; there are opportunities for wrestling, weight-lifting, and basketball and there are several public golf courses. Students also may take ballet training with professional instruction at a modest cost.

## REGULATION BY OTHER NEW COLLEGE AUTHORITIES

Not all details of college life are handled directly by the faculty, the Student Government, or the Educational Resources Office. Other intra-college agencies with special authorities and responsibilities include Building and Grounds, the Food Service, the Library, and the Business Office. In many cases their requirements have given rise to special rules which you should know.

Building and Grounds Regulations.

A. On Campus Room Occupancy.

Each student, at the beginning of the year, signs a Room Understanding form, by which he accepts the room and becomes responsible for its condition. At the same time the student agrees to Conditions of Occupancy which include the following:

1. Students and their parents are to be held responsible for damages to the room and furnishings according to the conditions of the room understanding.

2. Cooking in the bedrooms, or on balconies or terraces, is not allowed.

3. If food is kept in the room it must be in a tightly closed container.

4. Painting of walls and ceilings is allowed only in Palmer Campus rooms.

5. Damage resulting from removal of nails, picture hangers, tacks or tapes from the plaster walls or ceiling of a room will be charged to the occupants.

6. The metal covers in the air-conditioning system are not to be removed in an attempt to make personal adjustment.

7. Outside devices such as aerials, antennae, flagpoles, signs, clothes lines, etc. are not to be installed.

8. Firearms, firecrackers, and explosives are not allowed in rooms or in resident court area. Permission must be obtained from the Director of the Office of Student Policy for any exceptions.

9. Motor vehicles and bicycles are not to be taken into the courtyard or into grass areas outside parking lots.

10. The following appliances are allowed: electrical blankets; heating pads, irons, hair dryers, coffee makers; radio, hi-fi sets; tape recorders; electric razors; toothbrushes; clocks; slide projectors; movie projectors; camera equipment; and immersion heaters for coffee, tea, or soup (which should be kept inthe bathroom).

Only small counter top refrigerators are permitted in East Campus rooms. These must be approved by the Director of the Physical Plant.

Because of fire hazards, Bunsen burners, sterno outfits, brazing and welding equipment, stoves, soldering irons, and all major flame-producing devices are not allowed.

Specific approval should be obtained from the Director of the Physical Plant to use any appliance or electrical item other than those permitted above; if there is any question, ask before you act.

11. Students are permitted to keep pets in their rooms only after full compliance with procedures established by the Student Policy Office.

<u>REMINDERS</u>

1. Park vehicles in designated areas only.

2. Remember to lock your room when you are absent, for your own protection.

3. Notify the housing office at once if you lose your key. A new key will be provided for $3.00, at your expense.

4. Close off heat or air-conditioning if natural ventilation is used for a significant period. This will prevent mildew and condensation. With the high humidity particularly in the warm months, condensation is a real problem.

5. Turn off lights if absent from room.

6. Do not hang towels, articles of clothing, etc. over the balconies or from windows.

7. There is to be no digging in the courtyard gardens, climbing of the trees, or disturbing the present plantings.

8. No one is to enter the under-court utility tunnels or go on the roofs of the courts.

9. Do not put hands, feet, etc., in the fountains.

B. Telephone

A student may arrange through the Building and Grounds Office for a private phone in his room, after first presenting an authorization signed by a parent or guardian and guaranteeing payment of toll and service charges. Billing by the telephone company is directly to the parent or guardian.

C. Parking

Adequate parking spaces for bicycles and motorized vehicles are provided and marked in various campus areas for use by students, faculty and staff. Parking in unauthorized areas will result in tagging by an agent of the college and a $2.00 fine for each occurrence. Continued violation of parking regulations will result in withdrawal of the privilege of on-campus vehicle use.

## REGULATIONS OF THE NEW COLLEGE FOOD SERVICE DIRECTOR

Subscribing students in good financial standing at the beginning of each term will be issued a meal identification card by the Business Office. This card is good for one term only and entitles the student himself to take all regularly scheduled meals. The meal card is not transferrable and must be presented at each meal. A la carte service may be enjoyed in the snack bar, but not in the dining room.

Reasonable adult behavior is expected in the dining room and serving area, and compliance with the regulations of the Food Service Director is essential. The Director may, at his discretion, take corrective or punitive action against those who indulge in disruptive conduct. The New College Food Service Director is authorized by the Administration to suspend the meal privileges of any holder of a meal card for a stated period of time, during which time the offender is allowed no rebate. At the Director's discretion, the offender could be denied access to the serving and dining areas even were he to pay cash for a meal.

1. Non-paying campus visitors or students are allowed in the dining room at meal times only if they declare their intent to visit, not to "borrow" food. They are welcome in the snack bar.

2. Food served in the cafeteria is for the sole use of students and paying guests. It is not to be given to a non-paying guest, taken back to the room for later consumption, or used to feed a pet. Food that is not consumed is to be returned with the dirty dishes.

3. Nothing whatever is to be taken away from the dining room except with written permission of the Director of Food Service. Persons will return trays with the dirty dishes to the dish-washing area.

4. Access to the serving area is strictly limited to the stated hours. No one is permitted to enter the serving area for coffee, milk, or anything else at any other time, except to return food trays.

5. The dining area may be used at times when food is not being served but only to the extent that users will cooperate by keeping it clean and orderly. The tables should be left completely clean, with no debris on the floor, chairs pushed in under the tables, etc. Otherwise, the privilege of using the dining area may be temporarily withdrawn.

6. Persons entering the dining room and/or service area barefooted will not be served. In order to comply with Florida State Health Regulations the Food Service Director must insist upon this.

7. Violations of these rules may be reported by any individual and will be reported by employees of the Food Service. Reports go directly to the New College Food Service Director, who is empowered to take the disciplinary action prescribed above.

## REGULATIONS OF THE NEW COLLEGE LIBRARY

The Library, in College Hall, uses the open stack system. Browsing is encouraged. Books taken from the Library must be checked out at the circulation desk. All books should be returned as soon as the student is finished with them. Books must be returned on request by the Library.

No reference books or periodicals are to be circulated outside the Library. No Library books may be taken off campus except by special arrangement with the Librarian.

The College withholds term evaluations, comprehensive examination results and transcripts from students until overdue book charges are settled.

Library staff members are ready to provide information about book borrowing, the reserved list, inter-library loans and other matters. An orientation program on use of the Library will be scheduled for interested students.

Members of the Library staff are prepared to instruct students on library technique, to answer any questions, to help in researching or making up bibliographies.

Details of Library circulation policy will be made available to all students by Library staff publications.

## NEW COLLEGE BUSINESS OFFICE REGULATIONS AND REQUIREMENTS

The New College optional calendar plan allows the student to complete degree requirements in either three years or four years. Whichever option he chooses, the total cost will be the same, since the basic requirement for the degree is nine terms in residence, and billing is on a term basis. All students are required to be in residence throughout their first year. Charges are as follows:

| | Per Term | Per Year |
|---|---|---|
| Tuition | $ 870 | $ 2,610 |
| Room | 160 | 480 |
| Board | 220 | 660 |
| Student Activity Fee | 10 | 30 |
| | $1,260 | $ 3,780 |

Any student in academic residence during term one may remain on campus for the ISP period if he wishes. If he has paid for room and board during term one, he retains room and board privileges during the ISP period, at no additional cost. A person returning from the option at the beginning of term two may also live on campus during the ISP period, provided he pay his bill for term two prior to the first day of the

ISP period. This arrangement, of course, is subject to the availability of on-campus room space.

A campus resident must pay total fees for room and board, unless granted an exemption by the Director of Student Policy in consultation with the Business Office.

INVOICING

Students will be billed for each term and must complete payment prior to the date set for the opening of classes. Advance deposits, awards, and loans will be credited to the student's account on each billing, when applicable. Payment plans, including those arranged with private lenders, should conform to the above payment schedule. All scholarships and loans administered by the college will be credited to the student's account at the rate of one-third of the annual total for each term in residence.

LATE REGISTRATION

Student Accounts not paid-in-full on or before the first day of class each term are subject to a $20.00 late registration fee. This fee applies to both the portion of the account paid by cash and that covered by student loans.

TUITION

Term charges provide for as many courses as the student wishes to attempt, and includes instruction and guidance during the independent study period.

ROOM

Students are considered to be in residence unless they have received specific written authorization to reside off campus by the Director of Student Policy, Scholarhsip awards by New College are subject to 30.4% reduction if the student has permission not to pay for room and board on campus.

BOARD

The College believes that its food service program gives the student a better balanced diet of nourishing foods for less money than any other method known. We, therefore, recommend that food service be subscribed to by the term. In addition, students at New College on scholarship have had their award computed on the basis of being a boarding student, and if they do not desire to board, they must reduce their scholarship award by 17.6%. Please note that cooking in dormitory rooms is prohibited, but limited facilities for cooking are available on a shared basis in some dormitories.

STUDENT ACTIVITY FEE

This fee of $10.00 provides for activities which the students themselves authorize through their elected representatives.

CONTINGENCY DEPOSITS

Each student must post and maintain a deposit in the amount of $50.00 during the time he desires status as a student at New College. The deposit assures payment of library fines, lab breakage, dorm room damages, etc., and is refundable after

graduation or when the student otherwise formally withdraws from college. (The deposit amount required previously was only $25.00, but proved inadequate, and had to be increased to $50.00 as of September, 1969. Returning students should, therefore, post an additional $25.00.)

ADVANCE TUITION DEPOSIT

A $50 deposit is payable near the end of each year and reserves a place in the student's class for the coming fall. The deposit is applicable to the fall tuition payment, and is not refundable if the student fails to enroll in the fall.

REFUNDS

Students who leave the College, either voluntarily or involuntarily, before the end of a term, may receive refunds on board only. Such refunds will be computed on a pro-rata basis for actual food costs from the beginning of the calendar month following the departure date through the end of the term, subject to the proportion of scholarship (if any) to college charges.

APPENDIX

TO: Students and Faculty

FROM: Educational Policy Committee

CONTRACTUAL - NONCONTRACTUAL DEGREE PROGRAM

In its meetings on 29 April and 7 May 1969 the Faculty of New College voted the following institutional changes, to be implemented in the academic year 1969-70.

1. a) There will be no core program requirements for first-year students, or comprehensive examinations as such, though interdisciplinary and even interdivisional programs might be offered on an optional basis.

b) There will be no official distribution requirement for first-year or upper-class students, though advisers should be encouraged to suggest various directions in which students might profitably move.

2. a) Any student will be allowed to opt for a contractual program from the first term onward, provided he can get at least two faculty advisers from different disciplines to sponsor and help direct his program of studies. In this case, a student would not be institutionally held to any number of satisfactory evaluations in course work per term, but would remain in academic good standing, and ultimately receive a B.A. degree if:

1. His advisers continue to sponsor him term by term, thereby certifying that he is doing the sort of work they mutually agreed he would do.

2. He passes the Qualifying and Baccalaureate Exams, and satisfactorily completes two independent study projects during the first year, two during the second year, plus a Senior Project during his final year.

b) As is now the case, the contractual student may specialize in either one discipline or a limited number of related fields, with the helpfof advisers competent in those field. If at any time his advisers refuse to continue sponsoring him, though, or if the student himself might wish to change, he would either have to find other advisers, or go into the non-contractual program. But on the one hand, if his initial advisers were of the opinion that he should not continue in any contractual program, the student would have to petition the academic review committee for permission to get new sponsors. And on the other hand, if he does shift to the non-contractual program he would have to meet the requirements of that program, whic would entail having at least the equivalent of three satisfactory evaluations a ter

c) 1. By continuing to sponsor a contractual student term by term, his advisers are certifying that he has fulfilled his contract and has no deficiencies this to hold until the last term of the contract, at which time

2. The contractual advisers must determine whether the student in effect completed all, two-thirds, one-third, or none of his last term's contract with the

3. It is the contractual advisers' prerogative to be able to absolve th contractual advisee of any deficiency he may have acquired while previously in the noncontractual program.

3 a). Any student will be allowed to opt for a noncontractual program in the first year, or for his entire college career, in which case he would remain in academic good standing, and ultimately receive a B.A. degree if --

1. He gets at least three satisfactory evaluations each term.

2. He satisfactorily complets two independent study projects during the first year, two during the second year, one during the third, and passes a Baccalaureate examination or its educational equivalent on his chosen areas of study.

b). Sucha a student would not be held to a Qualifying Examination or a Senior Project, unless he shifted from the noncontractual to the contractual program. In consultation with his adviser, he could in effect be either a general studies student, or do the majority of his work in a specific area. But if he failed to complete an independent study project on time, or got three satisfactories behind in his term work, he would be subject to immediate dismissal. Anything less than three satisfactories behind must simply be made up prior to graduation.

c). Any student who wishes to shift at (the beginning of) any term from the noncontractual to the contractual program must be in "academic good standing" (i.e., be less than three satisfactories behind).

4. All present and incoming students shall be asked to choose between the contractual and the noncontractual programs by the beginning of the next academic term.